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## SMD Operations Procedures Manual

### 2.13 - CONFIGURATION MANAGEMENT & CONTROL OF SMD SSC-2 ITEMS

Text Pages 1 through 4  
Attachments (-)

#### Hand Processed Changes

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**1.           Purpose**

The purpose of this procedure is to document the procedure for maintaining and controlling configuration management (CM) of items designated as category SSC-2 (Structure /System /Components) within SMD.

**2.           Responsibilities**

**2.1.       Section Head, Electrical Systems:**

The Electrical Systems Section Head is the Chief Electrical Engineer (CEE) in SMD. The CEE is responsible for ensuring implementation of this procedure.

**2.2.       SMD technical staff shall follow this configuration management program**

**3.           Prerequisites**

None

**4.           Precautions**

None

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## **5.            Procedure**

### **5.1.            Design Baseline**

5.1.1.            The CEE shall ensure that identification of all category SSC-2 items within the division is maintained.

5.1.2.            All designated CM items shall be documented on drawings and associated specifications which completely describe their configuration.

5.1.3.            All drawings & specifications for CM items shall be physically maintained in a secure area not subject to environmental extremes.

Since these drawings & specifications may exist in a non-electronic format, preservation of the document shall be considered when selecting a storage location.

5.1.4.            The CEE shall verify that all engineering drawings for SSC-2 items accurately reflect current configuration

### **5.2.            Design Changes**

5.2.1.            Work Requests to modify CM items may be initiated due to:

- User Requirements
- Programmatic or Lab Level Requirements
- Safety Requirements

5.2.2.            Work Requests affecting CM equipment shall be managed in accordance with the requirements of [SMD OPM 2.12 “Work Planning & Control for Operations](#).

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5.2.3. Modifications which entail a deviation from the design baseline shall be reflected by an update to the design documentation for that item. These updates shall be evidenced by a revision to the affected document(s). These revisions shall be done as follows:

- Minor modifications shall be marked in red (addition) and yellow (deletion).
- Major modifications shall be accomplished by being redrawn with a new revision number and date.

#### **NOTE**

*Designation of changes as Major /Minor will be made by the CEE*

- Only current documents shall be placed in the working folder, obsolete documents shall be placed in the archive folder. These documents shall be clearly marked “Obsolete”

5.2.4. Design revisions shall be reviewed by the CEE prior to implementation. Approval of those changes shall be evidenced by signature of the CEE on the revised document.

#### **6. Documentation**

None

#### **7. Reference Documents**

[SMD OPM 2.12 “Work Planning & Control for Operations”](#)

[Program Description: Configuration Management](#)

#### **8. Attachments**

None